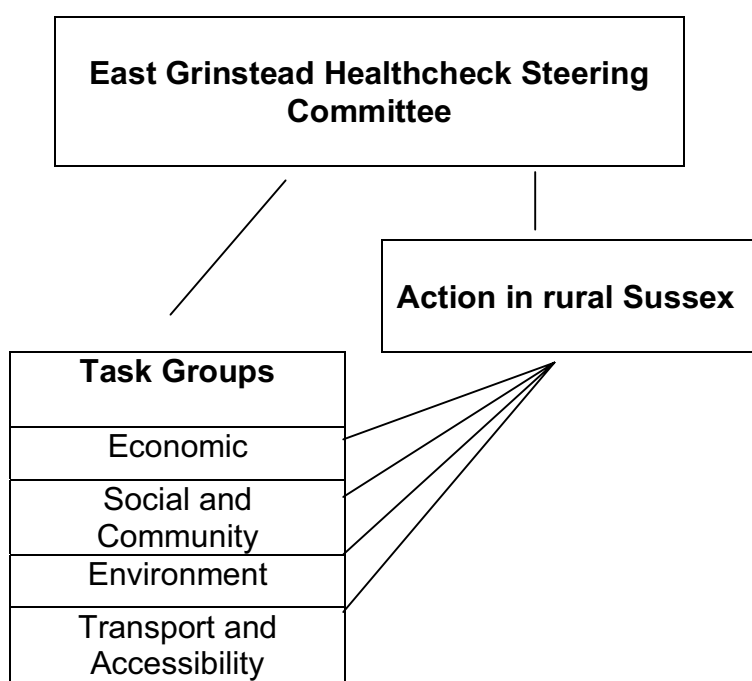


3. The Process and the Key Players

- 3.1 East Grinstead Town Council, recognising the value of undertaking a healthcheck and developing a Town Action Plan, called representative organisations to a meeting in August 2002 to discuss the development of a Town Action Plan using the Healthcheck Process. From that first meeting a Healthcheck Steering Committee was formed and Action in rural Sussex were engaged to lead the group through the process and assist in the writing of the Action Plan.
- 3.2. The Steering Committee was established as an informal short-term group that would meet during the lifetime of the healthcheck process. The role of the group would be to oversee the process and to seek the involvement of others. It was agreed that each member of the Steering Committee would be assigned to a specific task group that reflected their broad interest and would help to identify others to be involved in each of the Task Groups.
- 3.3. Action in rural Sussex would organise and chair the meetings of the Steering Committee and would attend task group meetings if required. It was agreed that the Steering Committee would seek to be as wide-ranging as possible with all identified sectors in the town being represented. It was the role of individual representatives to ensure that they did report back to their sector/ organisation and seek feedback and also tried to involve others as much as possible in the processes or events.
- 3.4. The organisational structure devised to develop the Action Plan is shown in the diagram below



- 3.5.** The Steering Committee membership consisted of representatives from
- ❑ East Grinstead Town Council
 - ❑ The East Grinstead Society
 - ❑ East Grinstead Age Concern
 - ❑ East Grinstead Chamber of Commerce
 - ❑ East Grinstead Library
 - ❑ East Grinstead Youth Sports Development Officer
 - ❑ Imberhorne School
 - ❑ East Grinstead Health Centre (Moatfield Surgery)
 - ❑ East Grinstead Tourism
 - ❑ East Grinstead Churches Together
 - ❑ West Sussex County Council Community Planning Officer
 - ❑ Mid Sussex Community Planning Manager
 - ❑ West Sussex County Council
 - ❑ Mid Sussex District Council
- 3.6.** The Steering Committee met monthly while the Task Groups met for a minimum of three times each with some meeting more often.
- 3.7.** The Task Groups met for a limited period to complete the Healthcheck worksheets and to identify key issues that arose from the worksheets and from discussions held by the Group. They met again later in the process to help with identifying key actions following the prioritising of the issues by the community as a whole.
- 3.8.** The Task groups consisted of members of the Steering Committee plus other representatives from town organisations and from the District Council. A total of 30 people were involved in the Task Groups and in completing different sections of the worksheets.



East Grinstead Healthcheck – Consultation Day

- 3.9. The Steering Group identified at its first meetings the timetable for the healthcheck process as follows: -

Task	Completed by
First meeting to discuss the healthcheck and seek community involvement	August 2002
Establishment and first meeting of the Steering Group	October 2002
Establishment of Task Group under four heading of Environment, Economy, Social and Community, Transport and Accessibility	October 2002
Completion of East Grinstead 'Snapshot'	End of November 2002
Completion of Worksheets	End of December 2002
Identification of key issues in each area	End of January 2003
Agreement on main community consultation timetable	End of January 2003
Agreement on East Grinstead 'Vision' for the future	End of January 2003
Community Consultation on Vision, Issues and Priorities	End of March 2003
Analysis of Questionnaire and Focus Group meetings feedback	End of April 2003
First Outline of Report Structure and identification of draft Actions for discussion	End of April 2003
Further consultation on proposed Action Plan	End of June / July 2003
Publication of agreed Action Plan	End of July 2003

Involving the Community

- 3.10.** Having completed the Healthcheck worksheets at the end of December and having identified a number of key issues, the Steering Committee produced a summary of the facts and issues identified under each heading. These were incorporated into 2 sets of display boards that were located in the library and in various locations and events around the town. The summary was also available as an A4 leaflet in conjunction with a short questionnaire asking people to prioritise the issues and generally to give their views about the town, its appearance, facilities and services. (See Appendix 1)
- 3.11.** In February and March 2003 the Steering Committee undertook a programme of community consultation consisting of public exhibitions and consultations, presentations to community groups and / or focus group meetings with groups within the town. Everyone was invited to complete the community questionnaire at these events and through the press coverage. (see Appendix 2)
- 3.12.** The list of community consultation events held is as follows:
- ❑ Static Exhibition and questionnaires available in the Library and at the Town Council offices throughout February
 - ❑ Exhibition and Open Sessions with members of the Steering Committee each Saturday in the town centre (sites included the Library, the Shopping Centre, the Church Hall)
 - ❑ Focus group meetings with Age Concern, East Grinstead Carers, Imberhorne and Sackville School Councils
 - ❑ Exhibition and questionnaires at the Kings Leisure Centre
 - ❑ Presentations to the East Grinstead Town Council, the East Grinstead Pensioners Association, the East Grinstead Society
 - ❑ Questionnaires distributed from all of the above plus the Library, the Health Centre, each of the secondary schools, the churches, Chequers Mead Art Centre, the town council offices, the tourism office.
- 3.13.** All of the above events were advertised in the East Grinstead Courier and were publicised throughout the town on posters or via the individual organisations.
- 3.14.** It is estimated that, using the variety of methods outlined above, over 2,000 people discussed the healthcheck and action plan with individual members of the Steering Committee. Over 3,000 questionnaires were distributed to people who had been consulted with or who had looked at one of the exhibitions. Some 500 questionnaires were returned of which 400 met the deadline for analysis. The remainder were looked at and included in the written commentary on the results but were not able to be included in the statistical analysis.

Involving the Hinterland area

- 3.15. The Steering Committee recognised the unique position of East Grinstead, sitting as it does in the north–east corner of West Sussex and with close boundaries with Surrey, Kent and East Sussex. Its hinterland spreads into four counties and involves a total of 8 villages only four of which are in West Sussex. (See Map 1.)
- 3.16. Neighbouring Parish Councils were contacted via the parish clerks and invited to participate in the process. In particular they were sent a short questionnaire that helped to identify the issues and priorities for the surrounding communities. A copy of the questionnaire and the results are included as Appendix 3.
- 3.17. Much of the community consultation also involved people from the rural hinterland especially those with Age Concern and the Carers Group, and the town centre exhibitions. The results of these consultations are also included in the supplementary report – The Healthcheck Worksheets and consultations

Additional Information

- 3.18. Information that had previously been gathered was also fed into the consultation process. Details of these are included in the Appendices and are: -
- Mid Sussex LSP East Grinstead Area Community Forum on 10th December – Identification of Issues - Appendix 4
 - East Grinstead Society – Schools Essay Writing Competition – Appendix 5
 - East Grinstead Best Value Review – community questionnaire – Appendix 6

The Pavilion Bar & Restaurant – Chequer Mead

